

About Us – Mako Mining Corp is a publicly listed gold mining, development and exploration company. The Company operates the high-grade San Albino gold mine in Nueva Segovia, Nicaragua, which ranks as one of the highest-grade open pit gold mines globally and offers district-scale exploration potential. Mako also owns the Moss Mine in Arizona, an open pit gold mine in northwestern Arizona. Mako also holds a 100% interest in the Eagle Mountain Project in Guyana, South America. **Mako US Corp (a subsidiary of Mako Mining Corp.)** is currently seeking a qualified person for the position of **Accounts Payable & Treasury Specialist**.

About this role – Accounts Payable & Treasury Specialist

Responsibilities

Accounts Payable & P2P Optimization

- Streamline the P2P process for all corporate expenses and maintain rigorous control environments
- Manage complex **Payments on Behalf Of (POBO)** transactions for affiliated entities, exploration activities, and new acquisitions.
- Oversee vendor relations, consultant/contractor payments, and miscellaneous corporate charges
- Ensure accurate tracking of pre-operational costs and intercompany allocations

Expense Management & Compliance

- Optimize workflows for travel expense reports, sundry expenses, and credit card reconciliations
- Maintain consistency and strict adherence to corporate policy across all expense categories
- Act as the primary auditor for internal disbursement-related reports to ensure policy compliance

Project Expenses & CapEx Support

- Process and monitor expenses for new projects coming online
- Coordinate payments for **Capital Expenditures (CapEx)** for both project development and established operational units
- Liaise with project managers to ensure financial alignment with project timelines

Treasury & Cash Management

- Manage daily cash positioning to ensure corporate and project liquidity
- Oversee drawdown schedules to meet payment obligations for operating units including the corporate office, active builds and prospective developments
- Monitor cash needs across the corporate office and various project sites to optimize working capital

**The above duties and responsibilities are representative of the nature and level of work assigned and are not necessarily all-inclusive.*

Qualifications and Skills

- Bachelor's degree in business, Finance or related field is preferred. Associate's degree combined with 5+ years of experience in Accounts Payable management and SAP proficiency will be considered in lieu of bachelor's degree
- SAP knowledge is required, preferably in SAP Business by Design (SAPBYD), SAP Concur experience is a plus
- Intermediate Microsoft Excel is required (data modeling, tables, pivot table, complex formulas, and reporting)
- Analytical skills and process improvement
- Strong communication skills
- A valid driver's license
- A valid passport is required for international travel

Why Join Us

- Play a key role in building mining and processing facilities from the ground up
- Work alongside a collaborative, safety-first team of professionals
- Be a part of a company committed to innovation, sustainability, and community engagement

What We Offer

- 401K plus company match
- Paid time off
- Health insurance
- Dental insurance
- Vision insurance
- Life insurance

Look like a good fit? To apply for this position, email your resume and cover letter to careers@makominingcorp.com